2 July 1963

MEMORANDUM FOR: CIA Librarian
Chief, Document Division, CR
Chief, Machine Division, CR

SUBJECT   : Meaningful Numbers for State, USIA,
and AID Documents

REFERENCE   : Staff Study of 19 June 1963

1. The referenced study proposed that 10 digit numbers be assigned to airgrams effective with items dated 1 July 1963 and that a serial number (7 digit 800,000 series) be assigned to other State, USIA and AID documents until such time as this committee completes its work.

2. After examining the referenced study, and consulting with key persons concerned, we have concluded that 10 digit semi-meaningful numbers, rather than the present 7 digit numbers, can be readily assigned to those non-airgram series processed as information reports and the remaining State, USIA and AID publications should then be processed to the Library in hard copy without further numbering. In the case of items not presently sent to VMR in hard copy, Xerox reproduction may be required, but it is expected that the volume will be small.

3. This procedure is proposed because:

a) MD indicates that the sorting of both 7 & 10 digit numbers for one source is very difficult.

b) It will provide a useful experiment in processing non-information reports in hard copy and in providing meaningful numbers for several difficult series.

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4. Details are provided in the attached procedures.

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CONCUR:

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Acting CIA Librarian

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Chief, Machine Division

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Chief, Document Division

Attachments:
1. Procedure dated 1 July 1963 "Control Numbers for State, AID, & USIA Documents"
2. Procedure dated 1 July 1963 "Processing of State, AID, & USIA Publications"

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